2. Safe work procedure title and basic description of activity

**Title:** Metal Cutting Guillotine

**Description of activity:** Using a metal cutting guillotine for cutting large sheets of metal into smaller sizes.

3. List Hazards and risk controls as per risk assessment

<table>
<thead>
<tr>
<th>Associated risk assessment number and location: There is no separate Risk Assessment, or HIRAC performed for this SWP. All hazards have been identified, with control mechanisms listed. Provided all controls are followed, the likelihood of injury is low.</th>
<th>Potential hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sharp edges and burrs.</td>
<td>Be mindful of possibility of sharp edges and burrs, using appropriate cautionary actions to avoid cuts.</td>
</tr>
<tr>
<td>2</td>
<td>Crush and pinch points.</td>
<td>Take extreme care when positioning sheet metal in the machine to ensure operator's fingers are kept clear of the drop-down clamp at all times. Take care when loading large sheets of metal on the machine that fingers are not jammed or cut around pinch points. Do not allow interruptions to the work environment while carrying out this operation.</td>
</tr>
<tr>
<td>3</td>
<td>Manual handling.</td>
<td>Uncut sheets may be large and cumbersome to handle. Work with an additional operator and use appropriate lifting tools to load metal into the machine.</td>
</tr>
</tbody>
</table>

4. List resources required including personal protective clothing, chemicals and equipment needed

**PERSONAL PROTECTIVE EQUIPMENT**

- Safety glasses must be worn at all times in work areas.
- Long and loose hair must be contained.
- Gloves must not be worn when using this machine.
- Sturdy footwear must be worn at all times in work areas.
- Close fitting/protective clothing must be worn.
- Rings and jewellery must not be worn.

5. List step by step instructions or order for undertaking the task

**PRE-OPERATIONAL SAFETY CHECKS**

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Ensure that clamping plate is adjusted so that fingers or material thicker than the capacity of the machine cannot be inserted under it.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Ensure working parts are well lubricated and free of rust and dirt.
- Ensure the area around the machine is adequately lit.
- Be aware of other people in the area. Ensure the area is clear before using equipment.
Ensure cutting table is clear of scrap and tools.

OPERATIONAL SAFETY CHECKS
✓ Only one person may operate this machine at any one time.
✓ Operate only from the front side of the machine. Ensure there is no one standing to the sides and rear within reach of the machine when in use.
✓ Use correct lifting procedures when handling large sheets of material. Get some help if necessary.
✓ The workpiece should always be held sufficiently far back from the edge being fed into the guillotine.
✓ Ensure fingers and tools (especially rulers) are clear before operating the guillotine.
✓ Hold material firmly against side guide to ensure squareness of cut.
✓ When cutting, ensure your feet are positioned to avoid unintentional contact with the foot operated lever.

HOUSEKEEPING
✓ Place all off-cuts in the storage rack or waste bin.
✓ Leave the work area in a safe, clean and tidy state.

DON’T
✗ Do not use faulty equipment. Immediately report suspect machinery.
✗ Never attempt to cut rod, strap, wire, flat bar, fibreglass, or anything other than soft sheet metal or soft non abrasive plastic.
✗ Do not attempt to cut material beyond the capacity of the machine.

6. List emergency shutdown procedures
Hit Emergency Stop button.

7. List emergency procedures for how to deal with fires, spills or exposure to hazardous substances
Not applicable to this operation.

8. List clean up and waste disposal requirements
Clean away any small off-cuts. Metal waste to recycling.

9. List legislation used in the development of this SWP

10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:
Metal Trades Craftsman’s Certificate, or equivalent.

10b. List competency of assessor
David Beech – Senior Technical Officer (Physics) – BSc (Eng)

11. Supervisory approval, And review
Supervisor: Gemma Thompson
Signature: 
Responsibility for SWP review: Gemma Thompson
Date of review: 9th August 2013

12. SWP sign off sheet

SWP name and version:

In signing this section the assessor/authoriser agrees that the following persons are competent in following this SWP

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date Competent</th>
<th>Name of Assessor/Authoriser</th>
<th>Assessor/Authoriser signature</th>
</tr>
</thead>
</table>

Page 2 of 3
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Andrew McVicar</td>
<td>9th August 2013</td>
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<tr>
<td>Marcel Kaegi</td>
<td>9th August 2013</td>
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<tr>
<td>Rattan Bhandari</td>
<td>9th August 2013</td>
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<td>Ces Delapez</td>
<td>9th August 2013</td>
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<tr>
<td>Michael Paterson</td>
<td>See Physics file</td>
<td>6th October 2011</td>
<td></td>
</tr>
<tr>
<td>Terry Pfieffer</td>
<td>See Physics file</td>
<td>6th October 2011</td>
<td></td>
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<tr>
<td>Doug Chappell</td>
<td>25th Sept 2013</td>
<td></td>
<td></td>
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<tr>
<td>Peter Kerr</td>
<td>25 Sept 13</td>
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